



WEST VALLEY CITY  
Unity · Pride · Progress

COMMUNITY & ECONOMIC DEVELOPMENT  
DEPARTMENT

MAJOR SUBDIVISION APPLICATION  
FINAL PLAT  
for property located at

**FEE:** \$250.00 + \$150.00/lot for final plat  
Development inspection fee: \$100.00 per lot  
Impact fees to be paid upon issuance of building permit

Date \_\_\_\_\_ Application # \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Number of Lots \_\_\_\_\_

\* Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

Developer/Agent \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Sidwell No. \_\_\_\_\_

TOTAL AREA - Acres or Square Feet: \_\_\_\_\_ ZONING: \_\_\_\_\_

1. Right-of-way of existing access road(s) \_\_\_\_\_

2. Required lot area is \_\_\_\_\_. Required width is \_\_\_\_\_.

3. Area of smallest lot is \_\_\_\_\_. Width of smallest lot is \_\_\_\_\_.

4. Improvement District that will serve this subdivision is \_\_\_\_\_.

5. Are all ditches on or adjacent to the subdivision noted on the preliminary plat?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

6. Are there any water shares which were previously used on the property?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

7. If yes, identify the owner(s) of the water shares on the attached sheet.

8. Is this one phase of a larger project? \_\_\_\_\_ Yes \_\_\_\_\_ No

9. Will the subdivision result in the creation of any parcels which would not conform with the applicable zoning ordinance or would act as a protection strip?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

\* Current property owner must sign application on reverse. 06/04/2003

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH                    )  
  ) ss  
COUNTY OF SALT LAKE        )

I (we), \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I have received written instructions regarding the process for which I am applying and the West Valley City Planning staff have indicated they are available to assist me in making this application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary)

Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_

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AGENT AUTHORIZATION

I (we), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) \_\_\_\_\_ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_  
\_\_\_\_\_, the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)

Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_

**WATER SHARE DISCLOSURE**

Name of water share owner(s) \_\_\_\_\_.

Address of water share owner(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number of water share owner(s) \_\_\_\_\_.

Number of shares on the property \_\_\_\_\_.

Irrigation or canal company \_\_\_\_\_.

Subdivision Name: \_\_\_\_\_

Address: \_\_\_\_\_

## WEST VALLEY CITY ENGINEERING SUBDIVISION PLANS CHECKLIST

### Street Plan requirements:

- 9 1. Show existing and proposed improvements on opposite and adjacent frontages;
- 9 2. Show plan and profile of streets, including sidewalk, curb and gutter;
- 9 3. Include TBC data at regular intervals: ½ stations, **a** to ¼ delta at curves;
- 9 4. Pavement section not less than soils report recommendations;
- 9 5. Include storm drain improvements on plan & profile; include Monuments on street plans;
- 9 6. Include north arrow, scale and legend;
- 9 7. Reference plans to APWA standard plans and WVC standards;
- 9 8. Submit two sets on appropriately sized plans - 24"x36";
- 9 9. \*Contact appropriate external agencies.

### Drainage plan requirements:

- 9 10. Indicate lot drainage;
- 9 11. Show all irrigation and drainage ditches and proposed piping;
- 9 11. Include peak runoff generated in each basin, peak flows in pipes;
- 9 12. High water contour required in detention areas, if any.
- 9 13. Show directional flow arrows for all gravity-flow piping on plans.

### Erosion control plan requirements:

- 9 14. Provide construction period and long-term erosion control plan.

### \* External approvals

UDOT access permit required (State roads); City access approval (Trace Robinson, 963-3204)

Written approval from water users to pipe or abandon any ditches on property

UPDES discharge permit (Department of Environmental Quality, Division of Water Quality)

Salt Lake County Flood Control permit, if applicable

**“I certify that I have addressed the items in the preceding checklist. I understand that incomplete plans will be returned without review and a \$50 recheck fee will be required.”**

\_\_\_\_\_  
Authorized Signature

Deliver completed forms with plat and plans to Steve Lehman.

*WVC Use Only*

Date Received

Projected Review Date

Date Returned

**WEST VALLEY CITY**  
**ENGINEERING & PLANNING DIVISIONS**  
**FINAL PLAT REQUIREMENT CHECKLIST FOR MAJOR & MINOR SUBDIVISIONS**

**Plat Requirements**

- ☐ Title Shall include approved name and phase number of subdivision, 1/4 Section, Township and Range followed by words "West Valley City."
- ☐ Signed and sealed by surveyor.
- ☐ Total acres shown.
- ☐ Total number of lots given.
- ☐ Description agrees with drawing.
- ☐ Lot distances equal boundary and street distances.
- ☐ Written and graphic scales, and North arrow shown (North to top or right of sheet).
- ☐ Vicinity map.
- ☐ Monument, hydrant, and easement key/legend shown.
- ☐ Monuments shown at intersections, P.C. and P.T. or at P.I. if within roadway.
- ☐ Basis of bearing shown.
- ☐ Subdivision tied to section monument; oriented to two adjoining monuments.
- ☐ Point of beginning shown.
- ☐ Boundary clearly defined (solid heavy line).
- ☐ Ties to adjoining subdivisions shown and checked.
- ☐ Rights-of-way checked; streets within 200' shown.
- ☐ Proper approach angle on streets; intersections with major streets must dedicate right-of-way to chord.
- ☐ Public utilities and drainage easements (10' front and rear, 8' one side).
- ☐ All curve data correct.
- ☐ All necessary distances included and bearings on streets.
- ☐ All lots to close to within 0.020'.
- ☐ Exterior closure within 0.010'.
- ☐ Lot area shown; smallest lots checked for area.
- ☐ Postal easements shown.
- ☐ Hydrants shown (2<sup>nd</sup> review).
- ☐ Checks with ownership plat; adjoining ownership shown.
- ☐ Street names shown and approved (non-linear streets to have alpha name as well as coordinates). Street names to be approved by Salt Lake County Auditor's office.
- ☐ Address and set back schedule.
- ☐ Existing easements of record shown on plat.
- ☐ Signed by owner and notarized (Mylar).

**Notes Required on Plat**

- ☐ A soils report in accordance with Section 7-19-604 of the West Valley City Ordinances has been prepared.
- ☐ Note indicating historical depth of high water table and elevation of lowest floor slab (min 3' above wt). Lowest floor slab referenced to finished TBC.
- ☐ Include table showing finished floor elevation for each lot.
- ☐ Identify lots where special drainage facilities will be required.
- ☐ Erosion control must be practiced during all phases of construction.
- ☐ Off-set pins to be placed in the back of the curb and 5/8" x 18" rebar with numbered survey cap to be placed at all rear corners prior to any occupancy.
- ☐ Yard light to be installed on each lot.
- ☐ Building permits will not be issued for any home until 1) asphalt paving is installed; and 2) fire hydrants are installed, approved & charged.
- ☐ This area is adjacent to Agriculturally Zoned property and is subject to the normal, everyday sounds, odors, and all other aspects associated with an agricultural lifestyle. (If adjacent to A zones).

**Additional Requirements**

- \* Completion of Utah Pollutant Discharge Elimination System (UPDES) permit required.
- \* Final plat will not be approved prior to approval of plan and profiles by City Engineer.
- \* Current soils report required.
- \* 6' Chain-link fencing adjacent to agricultural zones.
- \* Letters from all utility companies indicating their review and approval of plat.
- \* ***A \$50.00 multiple re-check fee will be charged for multiple reviews of the same plat.***

**"I certify that I have addressed the items in the preceding checklist. I understand that incomplete plats will be returned without review and a \$50 recheck fee will be required."**

\_\_\_\_\_  
Authorized Signature

**WEST VALLEY CITY  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING AND ZONING DIVISION**

**Major Subdivision  
Final Plat Information Sheet**

**FINAL PLAT APPLICATION REQUIREMENTS** - Once preliminary plat approval is received from the Planning Commission, and any required revisions or corrections required by the Public Works Department have been made to the preliminary plat, you may apply for final plat approval. The purpose of the final plat is for official approval by the Planning Commission and City Council before a major subdivision is recorded. The final plat must be submitted for approval within 12 months of the preliminary plat approval. This time period may be extended for up to 12 months if you petition the Planning Commission for an extension prior to the expiration date. Only one extension may be granted.

Complete the attached application form for final plat approval. Answer all questions on the application as completely as possible. A non-refundable fee must be submitted at the time of application. The amount of the fee is \$250.00 plus \$150.00 per lot. In addition, a development inspection fee of \$100.00 per lot will also need to be paid. The documentation (Sidwell map, proof of ownership, property address and legal description,) that was submitted for preliminary plat approval will be used for the final plat approval process.

**FINAL PLAT APPLICATION REQUIREMENTS** - In the application packet you will find checklists from the Community Development Department and the Engineering Division which will assist you and your surveyor in preparing the final plat and plans for the subdivision. To minimize delays and keep your application on schedule, it is critical that these checklists be followed. ***Incomplete applications, or applications that do not meet City standards as outlined in the checklists will not be accepted.*** If you or your surveyor have any questions about what needs to be on the plat, please call 963-3282 and ask for a planner.

**APPLICATION PROCESSING** - The final plat application may be submitted at any time after approval of the preliminary plat by the Planning Commission and Public Works Department. \_\_\_\_\_ copies of the final plat and two copies of the street plans and profiles must be submitted to the Planning and Zoning Division. Copies of the final plat are submitted to various City departments, public agencies, utilities, and service districts for review and comments. The planning staff will route these plats for comment. Once this review has been conducted and comments have been received, the application will be scheduled for the next available Planning Commission hearing. All comments will be compiled and submitted to the Planning Commission to aid in their decision. A copy of the staff analysis including the comments from these agencies is available on the Tuesday before the public hearing. If you have any additional information, please feel free to contact the staff prior to the hearing.

**PUBLIC HEARINGS** - The Planning Commission generally meets the second and fourth Wednesday of the month, except for November and December when they meet only the second Wednesday of the month. The public hearing by the Planning Commission begins at 4:00 p.m. in the City Council Chambers, West Valley City Center, 3600 Constitution Boulevard. You or your representative should be present at the hearing at 4:00 p.m. to explain your case and answer questions. In addition, a study session/field trip, open to the public, is held on Wednesday at 3:00 p.m. the week prior to the hearing.

Typically, the Planning Commission will make a decision on your request the day of the public hearing. They will either recommend approval, approval with conditions, continue, or deny the application. You will receive written notice of the decision approximately one week after the hearing date.

Once the Planning Commission has recommended approval of the final plat, and any required revisions have been made to the plat and plans, the subdivision will be sent on to the City Council for final approval. ***All revisions to the final plat or conditions imposed by the Planning Commission or Public Works Department must be completed before the application will be referred to the City Council.*** The City Council will approve, approve with conditions, continue, or deny the final plat application. If the application is denied, the City Council will specify the reasons for its denial. Within one year, you may submit to the Community Development Department a plat altered to meet the requirements of the City Council.

**APPEALING A DECISION OF THE PLANNING COMMISSION** - Any person wishing to appeal a decision of the Planning Commission regarding a final plat decision must file the appeal with the City Council by filing a written notice of appeal with the City Recorder stating your reasons within 10 days after the Planning Commission action.

**APPEALING A DECISION OF THE CITY COUNCIL** - You may appeal any decision of the City Council to the District Court. Such an appeal must be made within 30 days of the rendering of a decision by the City Council.

**RECORDING THE PLAT** - Once City Council approval of the final plat is received, the following items must be completed before the plat will be presented to the Salt Lake County Recorder by the City Recorder for recordation.

- 1) Completion or bonding for any public improvements required as part of the subdivision (subdivider performance bond).
- 2) Submission of a bond by the contractor or subcontractor in the amount equal to 20 percent of the cost of installation of the improvements (contractor performance bond). This bond will be held for one year after the installation of the improvements to insure that the improvements do not have any latent defects.
- 3) Submission of an affidavit and indemnity form signed and notarized by the property owner. This form indemnifies the City against any tax liability that may arise before the subdivision is recorded in connection with property accepted through dedication to the City.
- 4) Payment of Park Impact fees in the amount of \$595.00 per lot.
- 5) Payment of Flood Impact fees. These fees will vary according to the location in the City, size and number of lots, and type of development.

When these requirements are met the subdivision will be recorded by the City Recorder and you may then obtain building permits, sell, or proceed with development plans for the new parcels. The subdivision process is now complete.

12/12/2002

**WEST VALLEY CITY**  
**MAJOR SUBDIVISION**  
**FINAL PLAT APPLICATION CHECKLIST**

This is a list of required items which must be submitted with your final plat application for a major subdivision. These requirements can be found in Section 7-19 of the West Valley City Subdivision Ordinance. Please check each item off as you obtain or complete it. This will help you to insure that your application is complete when it is submitted. All of the listed items must be provided unless specifically waived by City staff. Please be aware that *incomplete applications will not be accepted by the Community Development Department.*

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- 9 MAJOR SUBDIVISION APPLICATION with appropriate affidavits signed by property owners, and a fee of \$250.00 plus \$150 per lot and a \$100 development inspection fee for final plat.
- 9 A soil report, based upon adequate test borings and excavations, prepared by a civil engineer specializing in soil mechanics and registered by the State of Utah, shall be required prior to plat approval of any subdivision plat. If the soil report indicates the presence of critically expansive soils, high water table or other soil problems which, if not corrected, would lead to structural defects of the proposed buildings, damage to the buildings from the water or premature deterioration of the public improvements, a soil report investigation of each lot in the subdivision may be required by the Public Works Department. The soil investigation shall recommend corrective action intended to prevent damage to the proposed structure or public improvements. The fact that a soil report has been prepared shall be noted on the final plat and a copy attached to the preliminary plat application. If the developer intends to seek building permits prior to the installation of asphalt or concrete paving, the soils report shall include specifications for a road surface designed by a registered professional engineer, and provide calculations showing the ability of the road to support a loaded concrete truck.
- 9 Water Share Disclosure form. This form is attached to the subdivision application.
- 9 \_\_\_\_\_ copies of the plat meeting the requirements of the West Valley City Engineering Division Final Plat Requirement Check List for Major & Minor Subdivisions.
- 9 When a subdivision contains lands which are reserved in private ownership for community use, the subdivider shall submit, with the final plat, the name, proposed articles of incorporation, and bylaws of the owner or organization empowered to own, maintain and pay taxes on such lands.
- 9 When a masonry or concrete wall is required as a condition of subdivision approval such as that specified in Section 7-19-805 of the subdivision ordinance, the details of such wall, including sections, elevations and finish texture, shall be required with the final plat.
- 9 Calculation and traverse sheets giving bearings, distances and coordinates of the boundary of the subdivision and blocks and lots as shown on the final plat.
- 9 Design data, assumptions and computations for proper analysis in accordance with sound engineering practice, along with appropriate plan, section and profile sheets for all public improvements.
- 9 The final plat shall be accompanied by a current title report naming the person whose consent is necessary for the preparation of the preparation of the report the persons therein named are all the persons necessary to give clear title to such subdivision.
- 9 Covenants, conditions, and restrictions shall be required for all subdivisions. These documents shall include the landscaping requirements outlined in Section 7-19-805 and may also include other conditions or restrictions as determined by the subdivider, two copies of the covenants, conditions, and restrictions shall be submitted with the final plat.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED BY  
THE COMMUNITY DEVELOPMENT DEPARTMENT**